



Provider Management Study Guide



PART 1: OVERVIEW OF eWiSACWIS FOR PROVIDER MANAGEMENT

What functions does eWiSACWIS support for Provider Management?

This study guide will provide you with an overview of how eWiSACWIS supports your management of services and out of home care providers. The table included here highlights three functional areas supported by eWiSACWIS—as they relate to **Provider Management** responsibilities.

The **Provider Management** functions in eWiSACWIS help you initiate, complete, and document a variety of actions that you take in order to assure quality services and placement options for children in need of them.

Function	Purpose
Recruitment	Document and update information concerning recruitment events.
Home Providers	Complete the following actions concerning out of home care providers: <ul style="list-style-type: none"> Process an inquiry from an individual requesting information/application to become an out of home care provider Document home provider information, including household members, designation of payee, services, age and other characteristics of children to be served, and record of training Process license applications
Private Providers	Document private provider information, including designation of payee, types of services provided, and characteristics of children and family members to be served.

STUDY GUIDE AT A GLANCE

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PART 2: eWiSACWIS FEATURES FOR PROVIDER MANAGEMENT

How does eWiSACWIS help me accomplish my Provider Management responsibilities?

See how well you can identify some eWiSACWIS features by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description in Column 2 that best matches the feature.

SELECTIONS eWiSACWIS Features	1. Feature	2. Description
		Records contacts and other activities related to a provider.
<i>Home Inquiry</i>		Documents foster home recruitment event information, including type of event, targeted county, and cost. Also includes a participant address list feature that allows you to print labels for follow up communications.
<i>Home Provider License</i>		Compares members of the household included in a home inquiry record to the eWiSACWIS statewide database to identify whether they are already known to the system, including history of services, and abuse/neglect reports.
<i>Payments</i>		Documents the foster home licensing information and generates the license for issuance. Reminds you when a current license is due to expire and documents the license renewal action.
<i>Provider Notes</i>		Links recipient of services and service information to the dollar amount and provider of services. This feature enables you to track services and payments, as well as identify the method of adjusting for over payments.
<i>Recruitment</i>		Documents initial contact made by an individual who is interested in becoming an out of home care provider, including pertinent information such as address, family composition, type of inquiry, and referral source.
<i>Search</i>		



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PART 3: eWiSACWIS TERMINOLOGY FOR PROVIDER MANAGEMENT

What new terms do I need to know to help me learn how to use the Provider Management features of eWiSACWIS effectively?

See how well you can identify some eWiSACWIS terms by completing Column 1 in the table below. Make your selection from the shaded box to the left of the table and write it in the same row with the description/definition in Column 2 that best matches the term.

SELECTIONS eWiSACWIS Terms	1. Term	2. Description/Definition
<i>Parent Agency</i>		Broad services area such as Foster Care, Adoption, and Child Care Institution.
<i>Designated County</i>		Individual or organization that offers various services including placement services, group homes, medical/mental health services, and counseling.
<i>Home Provider</i>		Out of home care providers may choose to be affiliated with a larger organization that typically assumes responsibility for securing payment for placement services offered by the provider.
<i>Private Provider</i>		System-generated document that is pre-filled with information that has been entered in associated eWiSACWIS windows.
<i>Service Category</i>		The county that has responsibility for licensing actions for a home provider. Only that county may make changes to the provider's license and related information.
<i>Total Capacity</i>		For out of home care providers, the total number of beds available. For services providers, all the available services.
<i>Physical Address</i>		Placement providers that are individual homes. They include foster families, adoptive homes, and kinship homes.
<i>Template</i>		The address where the out of home care provider resides and where the child is placed. If the provider relocates, eWiSACWIS creates a pending license and notifies you to re-license the provider.



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GLOSSARY

Features	
Home Inquiry	Documents initial contact made by an individual who is interested in becoming an out of home care provider, including pertinent information such as address, family composition, type of inquiry, and referral source.
Home Provider License	Documents the foster home licensing information and generates the license for issuance. Reminds you when a current license is due to expire and documents the license renewal action.
Payments	Links recipient of services and service information to the dollar amount and provider of services. This feature enables you to track services and payments, as well as identify the method of adjusting for over payments.
Provider Notes	Records contacts and other activities related to a provider.
Recruitment	Documents foster home recruitment event information, including type of event, targeted county, and cost. Also includes a participant address list feature that allows you to print labels for follow up communications.
Search	Compares members of the household included in a home inquiry record to the eWiSACWIS statewide database to identify whether they are already known to the system, including history of services, and abuse/neglect reports.
Terms	
Designated County	The county that has responsibility for licensing actions for a home provider. Only that county may make changes to the provider's license and related information.
Home Provider	Placement providers that are individual homes. They include foster families, adoptive homes, and kinship homes.
Parent Agency	Out of home care providers may choose to be affiliated with a larger organization that typically assumes responsibility for securing payment for placement services offered by the provider.
Physical Address	The address where the out of home care provider resides and where the child is placed. If the provider relocates, eWiSACWIS creates a pending license and notifies you to re-license the provider.
Private Provider	Individual or organization that offers various services including placement services, group homes, medical/mental health services, and counseling.
Service Category	Broad services area such as Foster Care, Adoption, and Child Care Institution. Each service category is further broken down into several service types. For example: Foster Care Gen 0-4 (meaning Foster Care General, ages 0-4).
Template	System-generated document that is pre-filled with information that has been entered in associated eWiSACWIS windows.
Total Capacity	For out of home care providers, the total number of beds available. For services providers, all the available services.

Next: Complete the Study Guide Quiz for Provider Management!